



COVID-19 GUIDANCE FOR CHILD CARE PROVIDERS ON PARENT APPLICATION FOR FINANCIAL ASSISTANCE FOR EMERGENCY CHILD CARE

Updated April 13, 2020

Effective April 1, 2020, parents/caregivers who are essential workers and need financial assistance for child care can complete a *COVID-19 Parent Application for Financial Assistance for Emergency Child Care* (known as “Parent Application”). Families should submit the application to a child care provider that is approved to remain open and is accepting new enrollments from families with essential workers. This guidance outlines steps that child care providers should take with regard to the Parent Application.

I. Print copies of the Parent Application (available in [English](#) and [Spanish](#)) and have them available at your facility for parents to fill out if needed.

Ensure that sufficient copies of the form are available at your facility every day.

Parents/caregivers can also download and fill out the application and bring the completed application to your facility, or may fill out a hard copy at your facility.

II. Instructions for Reviewing the Parent Application

The child care provider should ensure all the following items are completed on the application:

- Parent/Caregiver Information and Children Information is complete.
- All declarations have checked boxes.
- Number of individuals in the household is complete.
- Category of Essential Business and Operation is complete, with place of work complete.
- Question IV (Have you ever been disqualified from the NC Subsidized Child Care Assistance Program?) should be checked NO. If checked YES, the provider should contact the Subsidy Unit of DCDEE at 919-814-6380.
- Question V (Do you have assets that exceed one (1) million dollars?) should be checked NO. If checked YES, the provider should contact the Subsidy Unit of DCDEE at 919-814-6380.
- Question VI (Do you need child care greater than 55 hours per week?) should be checked NO. If checked YES, the provider should contact the Subsidy Unit of DCDEE at 919-814-6380.
- Question VII (Voter Registration): If the parent would like to register to vote, please provide them a copy of the voter registration form to complete and ask them to mail to their county Department of Social Services.
- Question VIII (U.S. Citizenship Status) should have a checked box.
- Statement of understanding should have a checked box.
- Form should be complete and **signed by the parent or caregiver**.
- The provider should keep a hard copy of each Parent Application on file for future audit purposes. Now the provider may enroll the child into their child care program (parent/caregiver will complete normal enrollment process).



**NC DEPARTMENT OF
HEALTH AND
HUMAN SERVICES**

Division of Child Development and Early
Education

ROY COOPER • Governor

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III. Privacy and Confidentiality

Providers are expected to keep information related to Parent Applications for Financial Assistance for Emergency Child Care confidential.

Providers are expected to store completed forms in a private location to ensure that families' personally identifiable information is protected.